

CITY OF MILPITAS  
Effective: August 6, 1996  
EEOC: Para-professional  
FLSA: Non-Exempt  
Unit: Building  
Physical: 1

## **ENGINEERING PERMIT TECHNICIAN**

### **DEFINITION**

To provide technical and clerical support in the processing, plan checking, and record keeping functions related to the issuance of Engineering /construction, planning, and public works permits; to screen submitted plans for accuracy and completeness; and to act as the initial contact and resource to customers regarding relevant applications and permitting processes, requirements, and fees.

### **DISTINGUISHING CHARACTERISTICS**

This is a "bridge" classification between the clerical/administrative support job series and the Engineering Aide job class. Positions in this class typically have experience in the clerical aspects of this classification but must work under immediate supervision while learning the more technical job tasks assigned to the position. Incumbents in this classification will eventually be expected to perform the full range of assigned duties in an independent manner.

### **SUPERVISION RECEIVED AND EXERCISED**

Immediate to general supervision is provided by the Principal Civil Engineer or an Associate Civil Engineer. May receive functional or technical supervision from other departmental professional staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited too, the following:

- ◆ Process a variety of engineering/construction, planning, and public works permits and applications for permits in an efficient and timely manner; insure all necessary approvals are obtained.
- ◆ Receive telephone calls and inquires at public counter; assist and direct public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.
- ◆ Issue encroachment permits for works within street right-of-way or easements. Conduct the more routine and elementary plan checks such as review of minor work proposed within street's right-of-way and easement, review of tenant improvements, and residential construction for potential conflicts with City's right-of-way or easements and compliance with floodplain requirements in accordance with pertinent codes, standards and policies.
- ◆ Review submitted plans and applications for completeness and accuracy; verifying that appropriate signatures, required calculations, and scales/dimensions are included.
- ◆ Issue encroachment permits. Inform applicant (engineer, architect, contractors and owner) of procedure for securing an encroachment permit; outlining submission requirements, necessary documentation, permits and floodplain regulations requirements.

- ◆ Verify construction cost estimates, and calculate plan check and permit fees.
- ◆ Sort and file documents and records, index, and cross-reference files; maintain office records related to engineering activities.
- ◆ Maintain a variety of statistical records; check and tabulate statistical data; and prepare simple statistical reports. and prepare general engineering reports.
- ◆ Operate standard office equipment including computer and printing equipment as assigned.
- ◆ Receive, sort and distribute incoming and outgoing correspondence.
- ◆ Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- ◆ Standard and accepted English usage, spelling, grammar, and punctuation.
- ◆ Standard and accepted office methods and equipment including filing systems.
- ◆ Organization procedures, and operations of the engineering and other divisions.

#### Ability to:

- ◆ Read, understand and learn to apply and interpret pertinent and designated sections of the Milpitas Municipal Code and City procedures.
- ◆ On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry lightweights.
- ◆ Intermittently, review documents related to division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures.
- ◆ Perform clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data.
- ◆ Perform simple mathematical calculations quickly and accurately.
- ◆ Operate a variety of automated office equipment including computer and related applicable software.
- ◆ Type/word process with speed and accuracy.
- ◆ Establish and maintain effective working relationships with those contacted in the performance of required duties.

- ◆ Ability to read and interpret simple construction plans and blueprints.
- ◆ Read and write at a level necessary for successful job performance.

### EXPERIENCE AND EDUCATION

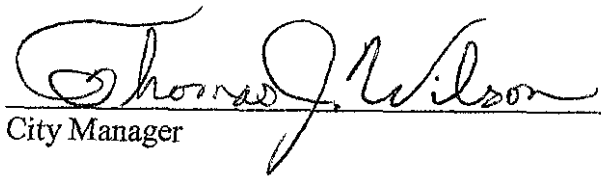
#### Experience:

Two years of progressively responsible clerical and office support experience to include experience working in a Public Works/Engineering operation similar to the City of Milpitas.

#### Education:

Equivalent to a High School Diploma.

Approved by:

  
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City Manager

7-15-03  
Date: